

STATE OF WASHINGTON
CONSERVATION COMMISSION

CONSERVATION DISTRICT
SUPERVISOR APPOINTMENT POLICIES
AND PROCEDURES GUIDE

Adopted

March 17, 1994

INTRODUCTION

The effectiveness of a conservation district in addressing the problems and opportunities within that district is a direct reflection of the expertise and commitment of the district supervisors. For that reason, the Washington State Conservation Commission places a very high priority on the appointment of supervisors.

The Conservation Commission has an obligation to conservation districts and to the State of Washington to exercise prudence in making appointments to conservation district boards. The Commission also has an obligation to promote vacancies in appointed supervisor positions to the general public.

This procedural guide is prepared to provide a better understanding of the policies and procedures that the Conservation Commission uses in obtaining recommendations and making appointments to conservation district boards.

CD APPOINTED SUPERVISOR POLICIES

Nominations

The Conservation Commission requires that districts provide adequate public notice in some form of mass media regarding vacancies in appointed supervisor positions. "Mass media" are those means of communication that reach large numbers of people, such as newspapers, magazines, radio, and television. "Adequate public notice" is the format and style which most effectively reaches the broadest sector of each district's total population. Public notices should be made at least two weeks prior to the application deadline.

The Commission will not make appointments until districts publicize vacant positions, and proof of public notice is received in the Commission's office.

Although the exact language used in these public notices is not mandated, the content is. A sample news release (for newspapers) and a public service announcement (for radio or television) are shown in Attachment A. The content of notices promoting vacancies in appointed supervisor positions must contain the following information at a minimum:

- The fact that there is an upcoming vacancy in an appointed supervisor position.
- Who is eligible to apply for the position.¹
- The duties and time commitment involved in the position, as well as a statement indicating that a supervisor serves without compensation.
- Where applications are available and how application is made (include the mailing address and phone numbers of both the district and the Commission).

If there is a cost for these notices, it will be paid for by the conservation district.

Appointments

It is the policy of the Conservation Commission to make appointments that will:

- Strengthen the district board, by appointing only those individuals who are willing and able to serve;
- Add diversity of representation to the board, so that it will be better able to address the conservation problems occurring within the district; and
- Be able to work with public agencies, landowners, and other groups to assist the district in achieving its goals and objectives.

¹ Anyone who occupies land in the district's jurisdiction, whether as an owner, lessee, renter, or tenant, and who is a qualified county elector is eligible to serve as a district supervisor. Of the two appointed positions, one must be a landowner or operator of a farm (RCW 89.08.160).

PROCEDURE

1. The Conservation Commission will seek nominations for appointment of qualified individuals from the conservation district and from the general public within the district's area of jurisdiction.
2. Nominations shall contain the information specified on Form XI.
3. Upon receipt of nominations, the Commission will assign one of its members the task of researching the nominations in order to check their validity and qualifications. The information collected shall be reported to the Conservation Commission prior to any appointment being made.
4. The Conservation Commission may make the appointment, or at its discretion postpone action to seek additional information on the functioning of the board, or on the nominees, or to request additional nominees.